



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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Payment Approval Criteria

2-6-2006

Children in out-of-home placements and children in their own homes may benefit from a summer day camp experience. CP&P must utilize camp placements which are free or paid from other sources, such as camperships, whenever possible. When summer day camp is considered appropriate for a child by his Worker and Supervisor, and it cannot be obtained without cost, the Local Office Manager may approve payment. A Special Approval Request, CP&P [Form 16-76](#), must be completed by the Worker indicating that the following criteria are met.

1. The camp experience must be compatible with the long-range plan for the child. The guidelines which follow in order or priority are used to approve requests for children who are:

- in their own home and who are in need of a camp experience to prevent and/or ameliorate abuse/neglect.
- in a multi-problem, dysfunctional natural home and who have special needs or problems where camp will serve to ameliorate those needs and will serve as part of the treatment plan.
- in their own home or in placement who have a disability (includes physical, mental, emotional) and have special needs which could only be met through a camp experience.
- in CP&P placement who have special needs or problems where camp will serve to ameliorate those needs or problems or will serve to stabilize or preserve the placement.
- in their own home who have little stimulation or contact with the external environment.
- in placement who have little stimulation or contact with the external environment.

2. The camp's release form is signed as follows:

- If the child is in his own home, the legal parent or guardian must be notified of and agree to the plan by signing the camp's release form.
- If CP&P has custody of the child under a Title 9 or 30 court order, the Local Office Manager may approve the plan. Should the legal parent or guardian, upon notification, object to the plan, the assigned Worker and Supervisor must determine whether the parents' objections outweigh the child's need for this experience.

Note: Circumstances surrounding signing or not signing of the release form must be documented in the case record.

3. Any camp used must be approved by the Area Office. (The Area Office verifies that the camp is approved by the NJ Department of Health and Senior Services.)

4. The Area Office provides a copy of each agreement or a current list of approved day camps to the field office.

The current list or copies of agreements of approved day camps include such data as:

- the name of the camp;
- the name of the sponsoring organization;
- the address where the camp bill is sent;
- the rate and type of unit utilized in the calculation of this amount - including any fee and any transportation cost;
- payment procedure regarding child's attendance (including holidays); and
- provider identification number (Social Security Number/Federal I.D.) used for payment purposes.

The total cost of summer camp placements (day and residential) must not exceed the dollar allotment assigned to the Office. In order to control the use of the camp allocation, the Office may use the following procedure:

It is suggested that each spring, up to a cut-off date well in advance of the camp season, the Local Office Manager accept requests from Workers for camp, utilizing the Special Approval Request, CP&P [Form 16-76](#).

The Special Approval Request should include:

- a child's name and case identification number,
- name of camp,
- length of time of attendance,
- rate,
- total cost,
- documented need for request,

- signature of the assigned Worker and Supervisor, and
- notation that the legal parent or caregiver is aware of, and in agreement with, the camp placement.

5. Any additional procedures which may be established by the Area Director must be followed.

6. Payment for summer day camp is processed on Bill for Day Care Services, CP&P Form 7-36. In processing day camp bills, the Worker:

- notes name of provider organization as well as name of camp as listed on vendor agreement;
- notes that payment is sent to the address listed on the vendor agreement;
- notes the provider number (Social Security Number/Federal I.D.) as listed on the agreement;
- notes the total rate including transportation, if appropriate; and
- notes that the billed dates of service concur with the child's attendance.

Note: If the camp is not located within the jurisdiction covered by the sending office's Area Office, the Worker checks with the Area Office which has appropriate jurisdiction.

7. Legally responsible relatives must be evaluated for support purposes when CP&P funds a summer camp experience for a child placed out of home, except when this service is being provided to keep the family together. See [CP&P-IX-F-1-225](#), Support Services.